
CENTRAL REGION COUNCIL ON WORKFORCE SERVICES
Monthly Meeting
Thursday, January 30, 2003
12:45 p.m.

Presiding: Jane Reister Conard, Chair

Present: Edward Armour, Cynthia Brothers, Jan Cook, Deirdre Darbin-Duffin, Charles Daud, Norman Fitzgerald, Bo Hall, Elizabeth Heath, John Hill, Paul Jackson, Douglas Johnston, Richard Justice, Brad Maughan, Kerry Steadman, Karen Silver, Russ Thelin, Dean Walker, Commissioner Gene D. White and Councilman David Wilde.

Excused: Allan Ayoub, Kathleen Gage, Brent Goodfellow, Stephen Goodrich, Stephen Ronnenkamp and Julie Zimmerman.

Absent: Susan Archibeque, Greg Diven and Megan Weisen.

Guests/Volunteers: Chris Bray

Staff: Ryan Bradshaw, Tara Connolly, Leno Franco, Jane Gardner, Melissa Olsen, Billie Smith, Marlo Wilcox and Yvette Woodland.

Call to Order & Announcements

Jane Reister Conard called the meeting to order at 12:45 p.m. and welcomed all those in attendance. Jane noted that Diane Lovell's mother passed away which is why she is not in attendance today. Jane stated that she would send Diane condolences on behalf of the Council.

Deirdre Darbin-Duffin moved to offer \$100 dollars to Diane Lovell from the Council for our condolences. Norm Fitzgerald seconded the motion.

Jane asked if Deirdre would allow the Executive Committee to determine the funding source and the gift. Deirdre responded in the affirmative.

Jane then called for the vote. All voted "Aye". The motion passed.

Approval of Minutes

Bo Hall moved to approve the Youth Council Meeting minutes of Monday, October 21, 2002. Ed Armour seconded the motion. All voted "Aye". The motion passed.

Norm moved to approve the Central Region Council Meeting minutes of Thursday, December 5, 2002. Russ Thelin seconded the motion. All voted "Aye". The motion passed.

Ed moved to approve the Executive Committee Meeting minutes of Wednesday, January 8, 2003. Deirdre seconded the motion. All voted "Aye". The motion passed.

Membership Nomination – Karen Silver, Community Action Program

Jane stated that Erin Trenbeath Murray has recently resigned due to her recently having a baby. The Community Action Program has recommended Karen Silver as a replacement for Erin on the Council. Karen has been nominated by the Executive Committee and now needs the Council as a whole to approve this nomination.

Kerry Steadman moved to accept Karen Silver as the Community Action Program representative. Jan Cook seconded the motion. All voted "Aye". The motion passed.

Jane mentioned to Karen that she would become official after the County ratifies this action.

Vice Chair Nominations and Election

Jane stated that Kathleen Gage has recently resigned as Vice Chair due to the demands on her time. Jane then stated that Kathleen would continue to be on the Council and active with the Marketing Committee. Jane noted that two individuals have been nominated to fill the Vice Chair position. These individuals are Jan Cook and Paul Jackson. Jane then opened the floor for further nominations.

Ed moved to nominate Jan Cook and Paul Jackson as the candidates to be considered for the Vice Chair position. Deirdre seconded the motion. All voted "Aye". The motion passed.

Jane then closed the floor for nominations. Jane asked each of the two candidates to introduce themselves and give a brief history of their background.

Jan and Paul took the opportunity to introduce themselves to the Council. Jane then thanked them and stated that she is pleased that there are two excellent, well-qualified candidates.

Jane stated that the voting will be by written ballot and that Leno Franco and Chris Bray have been chosen to count the ballots. Jane continued by stating that all voting members should vote for one person. Jane then noted that the Vice Chair term goes to July 1, 2003.

Committee/Staff Reports

Marketing – Ed stated that he was reporting for Kathleen. Ed stated that the Marketing Committee is asking for a sponsorship to the Salt Lake Area Chamber of Commerce for the Giant Steps Award. Typically these sponsorships cost about \$5,000. However, Shelly Burleson, the Department of Workforce Services liaison to the Salt Lake Area Chamber of Commerce has been successful in negotiating the cost of the sponsorship down to \$1,000. As a sponsor both DWS and the Central Region Council will benefit in many ways. Some of the benefits include having an invitation to participate with the Finding and Selection Committee to coordinate the event and help judge the award winners, logo identification on all promotional materials, direct mail pieces, invitations, tickets and the programs, exposed in the Salt Lake Chamber Business Focus Newsletter, a table for 10 at the awards, an opportunity to display promotional materials and a banner at the event and a photo opportunity with the Governor. If approved, the \$1,000 will come from the Supervising Today's Workforce funds.

Ed moved that the Council concur with the approval of the Executive Committee and move for approval of allocation of a \$1,000 co-sponsorship, coming from Supervising Today's Workforce funds, for the Salt Lake Area Chamber of Commerce's Giant Steps Award. Deirdre seconded the motion. All voted "Aye". The motion passed.

Ed continued by stating that the next step for the Governor's 1000-Day Plan that the Marketing Committee has responsibility for is to hold a Workforce Summit. Generally, the Workforce Summit is held in April or May but it is being requested that it move to September in conjunction with Labor Day. Ed then stated that the Summit will be divided into three categories: the morning will be an employer conference, the afternoon will be the resource fair for the job seekers and the evening will be some educational pieces. Sponsorships will be going for \$500 instead of \$1,000 that they have been in the past. Ed then stated that the date is tentatively set for September 18th and will be held at the Salt Lake Community College Jordan Campus.

Jan noted that the week of September 22nd is when the Society of Human Resources has their annual State-wide Conference and she is concerned that there will be potential conflicts if both events are happening around the same time.

Ed stated that he would look into the dates and see what can be done to accommodate any potential conflicts with that conference.

Jane announced that the ballots have been counted and the new Vice Chair is Jan Cook.

Facilities – Norm stated that the Facilities Committee has still not met with regard to the Tooele Employment Center.

Jane noted that when the meeting is arranged Cynthia Brothers, a resident of Tooele County, would like to be part of the discussions.

Yvette Woodland, Manager of the Downtown Employment Center and the Temporary Placement Office, was present to address two issues. The first issue is concerning the Downtown Employment Center lease extension that expires June 30, 2003. Yvette stated that DWS has the option to exercise a one or two year renewal. About six months ago, the Council approved the one-year option. Now, there is an offer from the Landlord that is appealing and would make a lot of practical sense. The Landlord has offered to give the Downtown Employment Center an incredible rate on the lease that has been investigated and approved by DFCM. Yvette continued by stating that the Landlord has offered to lease the building for a two-year extension at the 2002 fiscal year price. As a manager, this offer would help her out a lot because she can continue to work with the Facilities Committee to research if the Downtown Employment Center should stay where it is or if it should relocate. Yvette continued by stating that in addition to the incredible lease rate the Landlord has already financed improvements to the lobby area and we are also working on better signage outside of the facility for the duration of our stay.

Norm moved to approve the two-year extension on the lease until July 1, 2005 while maintaining an ongoing effort to determine the requirements. Paul seconded the motion. All voted "Aye". The motion passed.

Yvette stated that the second issue is concerning a proposal for the Temporary Placement Office (TPO) located at 2861 South 900 West. There has been three staff on site, however, the current workload that is generated there warrants just one part-time person. Yvette then stated that the current location is not necessarily the best location because we often outtake resources to transport folks from the Homeless Shelter and the Gateway Community to this location. Temporary Placement is strictly and exclusively day labor kinds of jobs with the homeless community being the biggest supplier. With the economy and the way the winter has been, a lot of those day labor opportunities have decreased. Based on this information, Yvette is proposing to reduce the hours of the TPO suggesting that the change be publicized and implemented by the end of March.

Paul asked if the staff would also be reduced.

Yvette stated that there is currently only one staff there on site. So, the staff would work at the TPO part-time and then go back to the Downtown Employment Center.

Chris asked why the TPO is not located within the Downtown Employment Center.

Yvette responded by stating that it makes a lot of sense for the TPO to stay where it has been because we have operated and established ourselves accordingly and there is an employer base that is aware of this kind of connection. However, Yvette is also proposing to better locate the TPO

and still maintain a presence in the community. It is being proposed that the TPO be moved as a satellite office in the Gateway community where the business district is partnering with the homeless community. Yvette stated that she would like to explore the possibility of concurrently, through a short period of time, having a presence in the Gateway community to continue working with the same employer/employee base which would require an RFP to potentially relocate the building all together and maintain those part-time hours.

Brad Maughan clarified to the Council that Yvette is asking for support from the Council to reduce the operating hours that may or may not happen because there is still a lot of research that has to be done. Brad also clarified that DWS needs the Council's endorsement to investigate moving the TPO. When there is a plan, it will be brought to the Council for their review. Brad stated that a plan is being discussed but we are unable to go into detail due to political ramifications.

Norm moved that the Council approve the exploration and implementation of reduced hours at the current Temporary Placement Office concurrent with an investigation as to the potential movement of the TPO to a more favorable location and having a proposal brought back to the Council. Paul seconded the motion.

Kerry asked if the reduction of the hours is due to a lack of jobs coming in. Yvette responded in the affirmative.

Jane called for the vote. All voted "Aye" except Karen Silver. The motion passed.

Membership – Jane stated that there is currently only one vacancy, which is a "Public Employee" organization. She then stated that the vacancy might be filled soon.

Norm asked about the three vacancies under the large/small employer's categories.

Brad stated that the vacancies would be discussed at the next Executive Committee Meeting as to who and what organizations should be considered.

Jane apologized for not noticing those vacancies and then stated that she would report on those vacancies at a later date.

Basic Needs – Karen distributed some new brochures explaining the Community Action Program. Karen then reviewed the Help Desk report and asked members to contact her with any questions.

Government Relations – There was no report at this time.

Youth Council – Bo stated that he did not have anything to report because the January Youth Council Meeting was cancelled. The next scheduled meeting is March 24th. Bo then stated that he hopes to convey a subcommittee to talk about the 1000-Day Plan prior to the March meeting.

Fiscal Report/Finance – Leno reviewed the various reports that were included in the packet. He then stated that he and Charles Daud met earlier and discussed what type of information they should report to the Council. Leno then asked the Council members to contact either Charles or himself if they have any suggestions. Leno then introduced Ryan Bradshaw as the new Financial Analyst for Central Region. Leno asked Ryan to attend to help gather ideas about what to report to the Council.

Jane thanked Charles for being volunteered into the Finance Committee Chair position.

Charles thanked Jane and the Council members for their confidence in him and stated that he will be working closely with Leno and familiarizing himself on the Finance procedures.

Training & Development – Norm stated that there are no vendors that are being considered at this time.

State Council Meeting Report

Jane stated that she was unable to attend the State Council Meeting because she was out of the state. Jane then stated that Paul attended the meeting and then asked him to give a report to the Council.

Paul stated that the Central Region Council hosted the State Council Meeting at the new West Valley Employment Center. It was announced that Darin Brush has accepted a new position as Deputy Director working with Raylene Ireland. Monteen Gordon was introduced as the new contact person replacing Darin. Monteen will also head up the area Veteran's Affairs. Paul then stated that a 2002 annual report was given on child care issues in the State. Darin gave a review of the 1000-Day Plan milestones. Paul then highlighted some of those milestones. Sarah Brenna gave a Legislative Update and spoke concerning Federal and State issues that are being addressed. Allan Ayoub gave a report from the Operations and Performance Committee and asked that each local Council review what is being done in our communities to get training information out to the employers at other groups and communities. Allan noted that studies have found through their Statewide assessment that some of the information regarding training opportunities are not getting to the employers. Paul continued by stating that the Youth Council report mentioned that there is a State-wide RFP in process that is going to align efforts in the Workforce Investment Act (WIA) Youth Funds. So, the State is trying to find some closer coordination as to how those funds are pulled together. There was assurance given that each regional Council, through our Youth Council's, would have specific input as to the impact. Paul then stated that a final comment was made to challenge the Councils to be more proactive and aggressive in doing more to not just meet the needs of job seekers but also that we do more in terms of including those who want to enhance their career.

Co-Sponsorship of Salt Lake Chamber Giant Step Awards

Ed discussed this item under the Marketing report.

Department of Workforce Services Contracts Update

Jan introduced Jane Gardner and stated that Jane is in charge of contractors and making sure that the contractual agreements are aligned with what the goals and visions are of DWS. Jane also ensuring that the employment counselors are well versed and trained and understand these services so that they can promote them out to their constituents. Jan then stated that at the Executive Committee meeting it was agreed for Jane to update the Council as contracts change and that periodically she would come and report on what is occurring with the contractors. Jane will now share with the Council the contracts that we currently have and some of the goals that she is currently working on with regard to the contractors and the communications internal to the organization.

Jane Gardner reviewed the Contracts matrix that was included in the packet. She then identified some things that have been done to improve the process such as having a personal contact for each contract, having every contract monitored before the end of the Fiscal year, quarterly training for all new employees and annual training for all existing employment counselors. Jane continued by identifying other strategies that have been incorporated to improve communication and the availability of contract information in the Region. The strategies include involving the employment center managers in the contracting process, attending managers meeting at least once a month to

get new ideas for contracts, holds a monthly meeting with the Region administrative people and has developed a page on the Department's intranet site that employment counselors can access.

Jane Reister Conard thanked Jane Gardner for her report and stated that it was very helpful. Jane Gardner will be invited back to report to the Council at least twice a year.

Regional Director's Report

Brad reported on Food Stamps. He stated that the State accuracy for the close of the Federal fiscal year was at 93.66%. Having a 93.66% accuracy is remarkable and is a turn around from somewhere in the low 80's a little over a year ago. The best in the State went to the Eastern Region with 95.49% accuracy. Central Region was a close second with 95.14% accuracy.

Jane asked Brad to please pass on the Council's congratulations to the employees who are in the front line that did so well with Food Stamp accuracy.

Brad continued by stating that at the State Council Meeting a project was mentioned that DWS has undertaken called the Rushmore project where we hired an outside consulting group to come and take a look at what we do in the accuracy arena and see if there is any way we can fine tune it. Brad then stated that the Department is in the process of trying to formulate a plan based upon the consultant's recommendations. Another thing that was mentioned at the State Council Meeting was our performance in WIA Training Funds. The WIA Training Funds are not being obligated and spent at the same rate that they have in the past. Central Region is in good shape in everything except for WIA Adult spending. Brad stated that the Region should be at 50% for the first half of the year; we are currently at 27%. Brad believes the Central Region will rebound from that and be where we should be by the end of the year.

Brad's final comment was concerning the Department's new training program for advanced case management that was kicked off today. Brad stated that some things are going to change that have been done within the Department to see if we can better our outcomes. Training will be a big part of that. Brad stated that he believes that the better the relationships the Department has with their customers, the better actions we are going to take which will equal better outcomes for our customers.

Old Business

There was no old business.

New Business

Richard Justice spoke concerning the Contracts Update given by Jane Gardner and stated that it would be helpful if the Council were to receive a brief synopsis of the contractors and what they are doing.

Jane stated that the next Council Meeting is February 27th. Jane then asked the Council members to clear their calendars for the Council's annual retreat that will be held on April 24th. More information as to the location and the theme will be announced at a later meeting.

Karen updated the Council on the Electronic Referral and Eligibility Project (EREP) that the Department is working on. Karen stated that individuals will be able to access information about resources and availability of applications for supportive services through the new system.

Public Comment

There was no public comment.

As there was no further business, the meeting adjourned at 2:20 p.m.